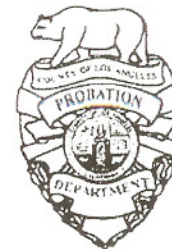




COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501



DONALD H. BLEVINS
Chief Probation Officer

October 29, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From:  Donald H. Blevins
Chief Probation Officer

Subject: **STATUS REPORT ON PROBATION DEPARTMENT ITEM CONTROL PROJECT**

As you are aware, the Department has been working collaboratively with the Chief Executive Office (CEO) and the Department of Human Resources (DHR) to update the Item Control to accurately reflect the Department's structure and employee assignments. On September 30, 2010, we provided you with a report on the status of our efforts. This provides you with information on additional progress made to date.

In our September 30, 2010 status report, we informed you that Phase I of the Probation Item Control Project had been completed. In brief, this included completion of the following actions:

- Development and implementation of a new pay location structure
- Elimination of Pay Location 099 (pay location to which employees were assigned when out on industrial accident) and reassignment of impacted employees to a valid pay location
- Updates to the Countywide Timekeeping Payroll and Personnel System to accurately reflect work location information
- Updates to Item Control to reflect current employee assignments and to reconcile budgeted positions with FY 2010-11 Final Adopted Budget

Since the last status report, the following Phase II actions are either completed or underway:

- The Department now has the ability to generate reports that provide calculation of various statistics from a departmentwide and budget unit focus to reflect:
 - Ordinance and budgeted items
 - Encumbered and vacant budgeted items
 - Employees who are on leave, or intermittent family medical leave and/or have work restrictions
 - Employees who are loaned to/borrowed from another budget unit
- All ordinance only positions have been accounted for and updates made to the Item Control so that it now reconciles to the FY 2010-11 Final Adopted Budget for both ordinance and budgeted items.

- For some employees that were previously not encumbering budgeted items, like vacant budgeted items were identified within the employees' budget units. When appropriate, Item Control movements were processed in order to reduce the number of employees not encumbering a budgeted item. As reflected below, 338 employees still need placement against an appropriate budgeted item in the Item Control.
- As of October 25, 2010, the updated Item Control Report accounts for the Department's ordinated positions, budgeted positions, actual employees and vacancies by budget unit:

Total Ordinance Items	Total Budgeted Items	Total Actual Employees	Vacancies (Budgeted Items vs. Actual Employees)	Actual Employees Encumbering a Budgeted Item	Actual Employees Not Encumbering a Budgeted Item
7,037	6,211	5,892	319	5,554	338

Of the 338 employees that are not currently encumbering a specified budgeted position on the Item Control, approximately 80% are working in the institutions with the majority being primarily attributable to the hiring of the Detention Service Officers in the juvenile halls to provide sufficient staffing to achieve compliance with the Department of Justice Juvenile Halls Settlement Agreement. The Department, DHR, and CEO will work together to review and develop a corrective action plan for placement of these employees against an appropriate budgeted item.

- 169 employees have been identified as potentially having a telecommuting component to their work schedule. The Department is in the process of validating the continued need for the 169 employees to perform their job duties through a telecommuting schedule, which is anticipated to be completed by November 12, 2010. Employees will then either have the telecommuting component removed from their work schedule or their telecommuting contract will be revised or will be developed, if necessary, to ensure compliance with County telecommuting requirements.
- The Department is continuing to work on the feasibility of adding funding information by budgeted item to the Item Control.

Please contact me if you have any questions or your staff may contact Cal Remington, Chief Deputy at (562) 940-2851.

DHB:CCR:DJ:yb

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Auditor-Controller
Department of Human Resources